

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

MA&UD Department - Results Framework Document (RFD) -
Preparation of work plan for Municipal Commissioners - Connecting
RFD to Performance appraisal - Orders Issued.

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (R) DEPARTMENT

G.O.Rt.No.388

Dated: 07.03.2014

Read the following:-

1. D.o.Lr.No.323/GA(GPM&AR)/2012-13/2, Dated: 04.12.2012
from the Principal Secretary, GAD, A.P. Secretariat,
Hyderabad
2. Government memo.No.28845/R/2012, Dated: 11.12.2012
3. From the C&DMA, Hyderabad Lr.Roc.No.26413/2012-
D1,dt.01-05-2013.

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ORDER:-

Based on the Results Frame Work Document (RFD) prepared by the Commissioner & Director of Municipal Administration, Government have prepared a work plan for Municipal Commissioners, which is annexed to the G.O. The Work Plan components should necessarily form part of the self review. The Commissioner & Director of Municipal Administration will inform the work plan to all Municipal Commissioners so that they can prepare their strategy and drill down: set numerical objectives for various activities in the Work Plan, disaggregate activities into sub activities, connect funds and human resources to the sub-activities and prepare a Plan of Action (PoA) showing each sub-activity to be completed every fortnight, in the form a PERT Chart. The Plan of Action (PoA) should be used by the Commissioner & Director of Municipal Administration to monitor, fortnightly and assess the annual performance of Commissioners.

2. Separately, Commissioner & Director of Municipal Administration should do any independent evaluation on the information furnished by the Municipal Commissioners.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**Dr. SAMEER SHARMA
PRINCIPAL SECRETARY TO GOVERNMENT
& COMMISSIONER, UPA**

To

The Commissioner and Director of Municipal Administration,
Hyderabad.

All Municipal Commissioners through Commissioner & Director of
Municipal Administration, Hyderabad.

Copy to:

PS to Chief Secretary to Government,

PS to Principal Secretary (UD), MA&UD

PS to Principal Secretary (MA), MA&UD

Sf/Sc

// FORWARDED :: BY ORDER //

SECTION OFFICER

ANNEXURE

Work Plan for Municipal Commissioners (2014-15)

The objectives and performance norms

1. Clean cities and towns (25 marks),
2. To strengthen the financial position of the ULBs (15 marks),
3. To make Governance in ULBs Transparent and Accountable (20 marks),
4. To Facilitate Participatory and Consultative Development (10 marks),
5. To improve Capacities of ULB Functionaries and Stakeholders (10 marks),
6. To improve civic infrastructure (10 marks),
7. Inclusive Development (10 marks),
8. Other,
9. Other, and
10. Other.

Inter se Priorities among key objectives, success indicators and targets

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
						Target / Criteria Value				
Objective	Weight	Actions	Success Indicator	Unit	Weight	Ex-cel-lent (80% and above)	Very Good (70-80%)	Good (60-70%)	Fair (50-60%)	Poor (Less than 50%)
<u>Objective – 1</u> Clean cities and towns	25	Action - 1 : Collection of MSW at Source	Door-to-door collection of Solid Waste	% of house-holds covered	5	100%				
		Action - 2 : Segregation of Solid Waste at source	Extent of Segregation of solid waste at source	% of house-holds covered	2	100%				
		Action - 3 : Implementation of guidelines issued for MSW	Efficiency of transport of municipal solid waste	% of municipal solid waste collected	3	100%				
		Action 4: Implementation of Processing and Treatment	Extent of Processing & Treatment of MSW	% of MSW Processed and Treated	5	100%				
		Action 5: Prepare City Sanitation Strategy as given in GoMs 64	Preparation of CSS by 30/9/2014 and implementation thereafter	Date	10	100%				
<u>Objective – 2</u>	15	Action 1:	Collection of al	% of	5	100%				

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
						Target / Criteria Value				
Objective	Weight	Actions	Success Indicator	Unit	Weight	Excellent (80% and above)	Very Good (70-80%)	Good (60-70%)	Fair (50-60%)	Poor (Less than 50%)
To strengthen the financial position of the ULBs		Revenue Collection	Taxes and Non taxes	Collection (arrear + current as on April 01, 2014)						
		Action 2: Property Tax (PT) Assessments.	Coverage of Households to PT as compared to the number given in census	% of Coverage	5	100%				
		Action 3: Total collections per capita	Corporations (Rs. 1000; municipalities; municipalities Rs. 800; others Rs. 500)	% collected against norms given in indicator column for per capita	5	100%				
<u>Objective – 3</u> To make Governance in ULBs Transparent	20	Action 1: Implementation of citizen charter as evaluated from mee seva data	Number disposed within time	% of disposal within time	5	100%				

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
						Target / Criteria Value				
Objective	Weight	Actions	Success Indicator	Unit	Weight	Excellent (80% and above)	Very Good (70-80%)	Good (60-70%)	Fair (50-60%)	Poor (Less than 50%)
and Accountable										
		Action 2: Implementation of mobile governance as given in GoMs 54	Number of activities made accountable vs. total to be made accountable	% of activities made accountable	5	-				
		Action 3: Implementing the SIRA program for mosquito control as given in GOMs.50	a. Number of wards in which SIRA implemented b. Number of outcome indicators showing reduction in all wards	a. Percentage of wards covered. b. Percentage of reduction in malaria, dengue (y-o-y). c. Percentage of wards having	10					

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
						Target / Criteria Value				
Objective	Weight	Actions	Success Indicator	Unit	Weight	Excellent (80% and above)	Very Good (70-80%)	Good (60-70%)	Fair (50-60%)	Poor (Less than 50%)
				mosquito density below norms						
<u>Objective – 4</u> To Facilitate Participatory and Consultative Development	10	Action 1: Participation of Ward Committees and Area Sabhas as prescribed in GO NO. 1 in SWM	Number Covered a. Wards b. Areas	a. % of wards covered b. % of areas covered	2	100%				
		Action 2: Organization of the Poor -	a. Organization of Poor into Self Help Groups b. Number of street vendors given identity cards vs. total	a.% of Urban Poor House-holds, as compared to census information, covered b. % given identity	4	100%				

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
						Target / Criteria Value				
Objective	Weight	Actions	Success Indicator	Unit	Weight	Excellent (80% and above)	Very Good (70-80%)	Good (60-70%)	Fair (50-60%)	Poor (Less than 50%)
				cards						
		Action 3: Development of Parks and Play grounds according to GO Ms No. 68	No of Parks and Play grounds to be developed under Community Participation – half of the open spaces in city.	% of Parks/ Play-grounds developed out of target	2	-				
		Action 4: Maintenance of Community Toilets, Sports complexes, parks by ward committees with Community Participation as in GoMs 1	All to be maintained	% of community toilets, sports complexes and parks maintained	2	- -				
Objective 5	10	Action 1:	Number of	% of DOCs	2					

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
						Target / Criteria Value				
Objective	Weight	Actions	Success Indicator	Unit	Weight	Excellent (80% and above)	Very Good (70-80%)	Good (60-70%)	Fair (50-60%)	Poor (Less than 50%)
To improve Capacities of ULB Functionaries and Stakeholders		Preparation of DOCs for the ULB as given in GOMs 73	DOC s prepared vs. to be prepared	prepared						
		Action 2: Preparation of Training Needs Assessment for all functionaries	Number of functionaries assessed vs. total to be assessed	% whose needs assessed	3	-				
		Action 3: Training of ULB functionaries by NIUM	10% of Municipal functionaries to be trained by March 2015	% of Municipal Functionaries Trained.	3	100%				
		Action 4: Training of Ward Committee members and area sabha representatives	100% to be trained by March 2015	% Trained.	2	-				
Objective – 6 To improve civic	10	Action 1: Making neighborhoods	At least ten in corporations and five in	% made compliant	2	-				

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
						Target / Criteria Value				
Objective	Weight	Actions	Success Indicator	Unit	Weight	Excellent (80% and above)	Very Good (70-80%)	Good (60-70%)	Fair (50-60%)	Poor (Less than 50%)
infrastructure		LEED –ND compliant	municipalities and one in nagar panchayats							
		Action 2: Implementation of UIG/UIDSSM T	Utilization of Funds	% of funds utilized	2	100%				
		Action 3: Implementation of BSUP/ IHSDP	Utilization of Funds	% of funds utilized	2	98%				
		Action 4: Provision of TIF as in GOMs 79	At least one project to be implemented	% of funds utilized	2	100%				
		Action 5: Provision of Urban Infrastructure with state grants.	Utilization of Funds	% of funds utilized	2	100%				
<u>Objective – 7</u> Inclusive	10	Action 1: Earmarking of funds for	Utilization of funds earmarked in	% of earmarked funds	4	100%				

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
						Target / Criteria Value				
Objective	Weight	Actions	Success Indicator	Unit	Weight	Excellent (80% and above)	Very Good (70-80%)	Good (60-70%)	Fair (50-60%)	Poor (Less than 50%)
Development		Urban Slums	the Budget	utilized						
		Action 2: Earmarking of Funds for development of SC/ST areas.	Utilization of funds earmarked in the Budget	% of earmarked funds utilized	4	100%				
		Action 3: a. Earmarking of Funds for welfare of differently abled persons b. Construction of night shelters	a.Utilization of funds earmarked under SJSRY / RYK b. Number of homeless as in census given homes in night shelters	a.% of earmarked funds utilized b. % homed in night shelters	2	100%				

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